

# ⇒⇒⇒ **ATTENTION** ⇐⇐⇐

This price list is extremely TIME SENSITIVE.

ASOs: Please distribute this price list to your divisions/agencies requiring Crystallite Window Envelopes. Purchase orders with samples attached must be placed with the vendor NO LATER THAN

September 1, 2003.

**STATE PROCUREMENT OFFICE****SPO Price List No. 03-29****CRYSTALLITE WINDOW ENVELOPES**

(IFB No. 03-126-O)

**For January 2004 to December 2004*****Order Deadline: September 1, 2003***

**STATE'S COMMITMENT.** Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- Executive Branch
- Judiciary

**EXCEPTION TO THE PRICE LIST.** When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "Request for Authorization to Purchase Outside of the Price List", available at the SPO Website: <http://www.spo.hawaii.gov>; click on "Forms" in the pop-up menu for Chapter 103D, HRS.

**POINT OF CONTACT.** Questions regarding the products listed herein should be directed to the respective vendor. Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Cara Sakata	586-0563	586-0570	cara.sakata@hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us

<b>VENDOR:</b>	<u>Address:</u>	<u>Purchase Order</u>	<u>Payment</u>
Mail-Well Envelope		91-280 Hanua Street Kapolei, Hawaii 96707	PO Box 24667 Seattle, WA 98124-0667
	<u>Telephone:</u>	(808) 682-3055	
	<u>FAX:</u>	(808) 682-3855	

**VENDOR CODE** for annotation on purchase orders is obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

**UNIT PRICES** include printing, delivery to destination, and all other costs, including the State General Excise Tax, currently 4%.

**PURCHASE ORDERS** must be received by the vendor no later than the order deadline stated above. It is the responsibility of each agency to insure timely issuance of purchase orders. The vendor is not obliged to accept any order received after the deadline.

**Agencies are to include the "Imprinted Per Sample" corresponding letter and/or number,**

**found on the Delivery Schedule, on each purchase order.** This is to insure correct delivery of each envelope to each agency.

The attached delivery schedule lists requirements submitted in response to ***SPO Circular No. C03-10, dated March 6, 2003. Purchase Order(s) for the exact amount or with increased quantities must be placed with the vendor no later than September 1, 2003.***

"**SPO PL No. 03-29**" must be typed on purchase orders issued against this price list.

**DELIVERY** on all items will be made in accordance with the attached delivery schedule or as requested on the purchase order(s). *Agencies shall attach to their purchase order(s) a sample envelope showing window placement and printing information.*

**PRICE LIST AVAILABLE ON SPO WEBPAGE AND HAWAII FYI.** The price list is available at the SPO website:

<http://www2.hawaii.gov/priceapps/showprice.cfm?&ShowAll=Yes>

Agencies without Internet access, but with computer and modem may retrieve a copy of this price list via the State's Hawaii FYI electronic gateway by dialing the following modem number:

Hawaii	974-6683	Kauai	274-3641
Lanai	1-800-243-7133	Maui	984-2050
Molokai	1-800-243-7133	Oahu	587-4917

At the main menu select *Hawaii Internet Services Menu*, then click on *State Price Lists* for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

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ROBERT J. GOVERNS, CPPB  
Procurement Officer

Item No.	Description of Crystallite Envelopes	Unit Price
A.	3-5/8"x8-1/4", tan Kraft (No Requirements)	
B.	3-5/8"x8-1/4", tan Kraft (No Requirements)	
C.	4-1/8" X 9-1/2", double window, tan Kraft (printed)	\$26.30/M
D.	4-1/8" X 9-1/2", double window, white wove (printed)	\$23.45/M
E.	4-1/8" X 9-1/2", tan Kraft, gummed (printed)	\$47.55/M
F.	4-1/8" X 9-1/2", white Wove (printed/blank)	\$23.45/M
G.	4-1/8" X 9-1/2", tan Kraft (printed/blank)	\$26.30/M

### DELIVERY SCHEDULE

<u>Envelope Type</u>	<u>Imprinted Per Sample</u>	<u>Delivery Address</u>	<u>Quantity</u>	<u>Delivery Deadline</u>
A	A	No Requirements		
B	B	No Requirements		
C	C	Dept. of Human Services	32,500	1/20/04
		FMO/Benefits Payment	32,500	6/22/04
		1312 Kaumualii Street		
		Honolulu, Hawaii		
		Marian Izumi (ph) 586-5055		
D	D	Dept. of Human Services	210,000	4/20/04
		FMO/Benefits Payment	140,000	5/18/04
		1312 Kaumualii Street	140,000	6/22/04
		Honolulu, Hawaii	190,000	7/20/04
		Marian Izumi (ph) 586-5055	140,000	8/24/04
			140,000	9/21/04
			190,000	10/19/04
			140,000	11/23/04
			150,000	12/21/04
E	E-1	The Judiciary, 1 <sup>st</sup> Circuit Court	6,000	1/1/04
		Fiscal Office		
		777 Punchbowl Street		
		Honolulu, Hawaii 96813		
		Sandy Togawa (ph) 539-4350 (fax) 539-4322		
	E-2	The Judiciary, 1 <sup>st</sup> Circuit Court	4,000	1/1/04
		Fiscal Management & Support Svs	4,000	4/1/04
		Payables Procurement Section	4,000	7/1/04
		111 Alakea Street, 9 <sup>th</sup> Floor	4,000	10/1/04
		Honolulu, Hawaii 96813		
F	F-1	Dept. of Accounting & General	5,000	1/1/04
		Services		
		Central Services Division		
		729 Kakoi Street		
		Honolulu, Hawaii 96819		
		Glenn Nishimoto (ph) 831-6741 (fax) 831-6790		
	F-2	Dept. of Accounting & General	1,500	1/1/04
		Services	1,500	3/1/04
		Automotive Division	1,500	7/1/04
		869 Punchbowl Street	1,500	10/1/04
		Honolulu, Hawaii 96813		
		Hugh Sonoda (ph) 586-0350 (fax) 586-0354		

### DELIVERY SCHEDULE

<u>Envelope Type</u>	<u>Imprinted Per Sample</u>	<u>Delivery Address</u>	<u>Quantity</u>	<u>Delivery Deadline</u>
F	F-3	Dept. of Human Services Med-Quest Hawaii Presort Services 1312 Kaumualii Street Honolulu, Hawaii 96817 Elizabeth Ahana (ph) 692-8077 (fax) 692-8173	100,000	3/31/04
G	G-1	Dept. of Transportation, Highway Fiscal Office 869 Punchbowl Street, #201 Honolulu, Hawaii 96813 Laura Stewart (ph) 587-4070 (fax) 587-2341	2,000	1/1/04
	G-2	Dept. of Transportation, Airport Honolulu International Airport Honolulu, Hawaii 96819 K. Hikichi (ph) 838-8661 (fax) 838-8750	500	1/1/04
	G-3	Dept. of Public Safety Administration, Fiscal Office 919 Ala Moana Blvd., #402 Honolulu, Hawaii Clifford Asato (ph) 587-2520 (fax) 587-1216	2,000	1/1/04
	G-4	Dept. of Labor & Industrial Relations Fiscal / State 830 Punchbowl Street, Rm. 309 Honolulu, Hawaii 96813 Minerva Robinol (ph) 586-8889 (fax) 586-8899	2,000	1/1/04
	G-5	Dept. of Labor & Industrial Relations 830 Punchbowl Street, Rm. 309 Honolulu, Hawaii 96813 Faith Sogawa (ph) 586-8890	1,500	1/1/04
	G-6	Dept. of Accounting & General Services 1151 Punchbowl St. Rm 324 Honolulu, Hawaii 96813 Attn: Pre-Audit Branch Linda Hiyashi (ph) 586-0650 (fax) 586-0739	300,000 200,000 150,000	2/2/04 3/15/04 6/14/04 1018/04

#### DELIVERY SCHEDULE

<u>Type</u>	<u>Per Sample</u>	<u>Delivery Address</u>	<u>Quantity</u>	<u>Deadline</u>
G	G-7	Dept. of Accounting & General Services Administrative Services Office 1151 Punchbowl St. Rm 324 Honolulu, Hawaii 96813 Brenda Kaneshiro (ph) 586-0681 (fax) 586-0707	2,000	1/4/04
	G-8	The Judiciary First Circuit Court Fiscal Office 777 Punchbowl Street Honolulu, Hawaii 96813 Sandy Togawa (ph) 539-4350 (fax) 539-4322	1,000	8/1/04
	G-9	Dept. of Human Services Social Services Senior Companion Program 600 Kapiolani Blvd., Rm 305 Honolulu, Hawaii 96813 Frances Shimazu ( ph) 586-5192 (fax) 586-5184	2,000	1/1/04
	G-10	Dept. of Human Services Social Services Foster Grandparents Program 2201 Waimano Home Road Pearl City, Hawaii 96782 Jeannette Hanakahi (ph) 453-6357 (fax) 453-6360	5,000	1/1/04
	G-11	Dept. of the Attorney General ASO / Fiscal 425 Queen Street Honolulu, Hawaii Kap (ph) 586-1229 (fax) 586-1080	1,000	1/1/04